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SECRET

ER 61-9612

7 Dec 61

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Application of Surplus Personnel Procedures [redacted] to Retirement Eligibles

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1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. The CIA Career Council on 30 November 1961 reviewed the attached paper concerning the application of surplus personnel procedures and recommended the approval of the following procedures for application to those individuals who are in a surplus category and who might be among those recommended for separation pursuant to [redacted]

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a. If such an individual is eligible for immediate optional retirement, he shall be allowed to file a formal application for retirement and thus remove himself from the [redacted] exercise.

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b. If such an individual will become eligible for optional retirement within 12 calendar months following his identification by the Deputy Director concerned as an employee whose separation is to be recommended, he shall be allowed to file a formal application for retirement effective as of the date he becomes eligible and thus remove himself from the [redacted] exercise. In allowing him to do so, however, it must be determined by the Deputy Director concerned that the employee's services can be profitably used in the interim and it must be understood that the employee will use any accumulated and accrued annual leave to his credit prior to the date he becomes eligible for retirement.

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c. If such an individual will become eligible for a discontinued service annuity within 12 calendar months following a formal recommendation to the Director of Central Intelligence for his separation, he shall be allowed to remain on the Agency's rolls until such eligibility is attained. Such action assumes that the individual's services can be profitably used in the interim and that he will use his annual leave prior to becoming eligible for the annuity.

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3. It is accordingly recommended that you approve the procedures described in paragraph 2 above for application in pertinent cases.

/s [redacted]
for [redacted]
Acting Director of Personnel

Concur
/s/ L. K. White
DD/S 12/12/61

The recommendation in paragraph 3 is approved.

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/s/
Deputy Director of Central Intelligence

13 Dec 61
Date

Cal - D/Pers w/2 atts.; 1 - ER w/1 att.; 1 - DCI w/1 att.; 1 - A/DCI w/1 att.; 1 - DD/S w/1 att.; 1 - OGC w/1 att.; 1 - [redacted] w/1 att.; 1 - Chrono; 1 - Regr CD/Pers [redacted] ejc (12/7/61)

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